INSTRUCTIONS FOR COMPLETING TAX INCREMENT WORKSHEET

General: If you have one or more tax increment district(s) (TID) within your town, village, or city, then you must complete the tax increment worksheet. Worksheet must be completed before you do your taxes and is due to the Department of Revenue by the 3rd Monday of December. Exception: A worksheet is **not** due if 1) your municipality does not have a TID, or 2) the total TID value is negative (total base value of TIDs is greater than current total value).

We have loaded as much information as possible to assist in your calculation. If no values are available for your municipality, then you do not need to complete a worksheet. Go to www.revenue.wi.gov, reports, tax increment financing for further TID value information.

Header: Provides you the general "formula" for generating a tax increment. The formula uses **equalized values** not assessed values. Do not use state tax to calculate tax increment. Value increments are combined for all TIDs.

Line 1: The tax increment generated by county taxes. Column A, the Apportioned Levy is provided to you by the county clerk (use line 27 on County Apportionment Sheet). The county has the "TID OUT" values which are used to apportion the county levy. Column B, is the Equalized Value of the village/city less the positive TID Value Increment (TID OUT) of **all** Tax Incremental Finance Districts. Column C, the Interim Rate, is Column A divided by Column B. Column D is the Equalized Value of the town/village/city (TID IN) as certified August 15, by the Department of Revenue. Column E, is Column C multiplied by Column D. Column F, is Column E minus Column A.

Line 2: The tax increment generated by the special district taxes. If the Metro Sewer, Sanitary or Lake District is not coterminous with the town/village/city boundaries Column B is only for the value of the special purpose district. Be sure the TIF District is actually in the boundaries of the special purpose district. If not in the boundaries then no tax increment is calculated.

Line 3: The tax increment generated by the town/village/city taxes. Column A, Apportioned Levy, is the town/village/city taxes that are to be levied not including any tax increment. Columns B through F are similar to Line 1. **If your village/city lies in more than one county, apportion the village/city tax among the counties based on TID OUT equalized values**. The Tax Increment generated can only be in the tax roll of the portion of the village/city in the county containing the TIF District.

Line 4: The tax increment generated by school district taxes. Column A, Apportioned Levy, is provided by the school district. Columns B through F are similar to Line 1. If your town/village/city is in more than one school district, the equalized values will be different than for other taxing jurisdictions. When a town/village/city contains more than one school district, Column B is only for the school district containing the TIF District. If more than one school district contains a TIF District, the information is provided for each school district. If school district does not contain a TIF District no tax increment is calculated.

Line 5: The tax increment generated by technical college taxes. Column A, Apportioned Levy, is provided by the technical college. Column B through F are similar to Line 1. When a town/village/city contains more than one technical college district, Column B is only for the technical college district containing the TIF District. If more than one technical college district contains a TIF District, the information is repeated for each technical college district. If technical college district does not contain a TIF District no tax increment is calculated.

Line 6: The total tax increment generated. Column A is the total of Lines 1 through 5. Column B is the same value as used in Lines 1 through 5. Column C is Column A divided by Column B and should agree with the sum of Lines 1 through 5. Column D is the same value as used in Lines 1 through 5. Column E is the total of Lines 1 through 5. Column F is the total of Lines 1 through 5. Report this amount at line D-2 of the Statement of Taxes. Use the total interim rate to apportion the tax increment if you have more than one TIF District. If more than one school district is shown on Line 4 and your town/village/city has more than one TIF District, you must use the proper "combined interim rate" to allocate the tax increment generated to the correct TIF District. If more than one technical college district is shown on Line 5 and your town/village/city has more than one TIF District, you must use the proper "combined interim rate" to allocate the tax increment generated to the correct TIF District. Line 6 will not calculate "across" in these situations.

If you have questions, contact us at:

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PO Box 8971
Madison WI 53708-8971

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Don't forget that the state tax and the taxes for any taxing jurisdictions that are NOT in your TIF Districts are still calculated on your property tax rolls and property tax bills.